

CONFIDENTIAL

*me*

Executive Registry
81-2434/1

1 October 1981

MEMORANDUM FOR: Director, National Foreign Assessment Center

FROM: Director of Central Intelligence

SUBJECT:

25X1

1. On 1 October,  formally returned to NFAC to assume his new responsibilities in the Office of Soviet Assessment. After working with him for some two months, I want you to know, and his record to show, not only that I enjoyed having him on my staff but also came to value highly his judgment and substantive expertise. In helping me to prepare for NSC meetings and my sessions with Secretaries Haig and Weinberger,  repeatedly demonstrated his analytical realism and the breadth of his expertise.

25X1

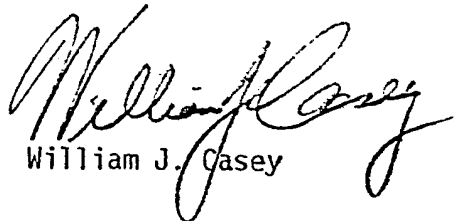
25X1

2. As you know, I was reluctant to agree to  return to NFAC after such a short assignment here. Nevertheless, I recognize that talent such as his is in short supply and that NFAC has the greater need. In recognition of  contribution here, I am forwarding to the Director of Personnel through you a request that  be awarded a Quality Step Increase. Meanwhile, I look forward to seeing the substantive results of his new assignment.

25X1

25X1

25X1

  
William J. Casey

Attachment

cc: Director, Office of Soviet  
Assessment, NFAC  
Director of Personnel

1- O/DCI  
1 -O/DDCI  
1 -O/OPP  
1 -ER

25X1

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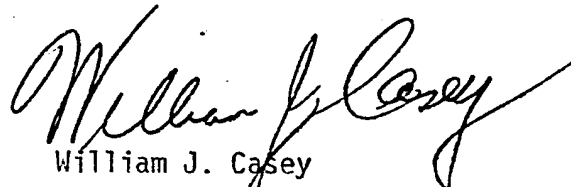
1 October 1981

MEMORANDUM FOR: Director of Personnel

FROM: Director of Central Intelligence

SUBJECT: Quality Step Increase for

In recognition of his outstanding performance this summer as Chief, Interdepartmental Affairs Staff, Office of Policy and Planning, and, in that position, his valuable assistance to me in preparing for NSC meetings and my meetings with the Secretaries of State and Defense, I would appreciate your arranging for  to be awarded a Quality Step Increase. Although his assignment on my staff was a relatively brief one, he made a significant contribution to improving the quality of support for the DDCI and me for our participation not only in Executive Branch meetings but also in preparing material for our appearances before the Congress. The Quality Step Increase is a fitting recognition of his effort.

  
William J. Casey

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